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Royal Government of Bhutan
Ministry of Education
Department of Adult and Higher Education
Scholarship and Student Support Division



DAHE/SSSD/BSA (08) 2012-2013/ 1028

23-01-2018

To
All Presidents and Vice Presidents
Bhutanese Students Associations

Subject: Advisory on BSA fund management

Dear Presidents/Vice-Presidents,

While we acknowledge and appreciate the personal sacrifices made and the time and efforts put in by our Presidents/vice-presidents in discharging their responsibilities, at the same time, I must inform you that in the past there were allegations on the misuse of BSA fund and accordingly an investigation called for. In this regard the Scholarship and Student Support Division, Department of Adult and Higher Education would like to suggest the following procedures and processes for compliance to the BSA presidents/vice-presidents so that we do not leave any avenues for such allegation in future:

1. In a year each BSA can submit only two proposals (*1st proposal for July to December programmes and 2nd proposal for January to June programmes*)
2. Proposals for BSA programmes/activities must have consensus of all members and not decided by few executive members.
3. All proposals will have to be accompanied by actual list of participants and realistic costing done for the proposed events/activities based on the entitled amount; that is Nu. 500/ per person per proposal which is Nu. 1000/per person per year).
4. Since BSA fund is proposal based, approval and release of the fund will depend on the proposal and the actual list of participants, but not exceeding the entitled budget ceiling, after thorough scrutiny of documents submitted.
5. Fund approved and released must be utilized for the purpose for which it was proposed and not divert to other ad-hoc programmes.
6. Must send money receipt to the Dealing Officer in the Scholarship Division soon after receiving the fund.
7. Declare to all members the amount received and the expenditure incurred as well.
8. Submit the proposal well in advance so that it can be processed and released on time to be able to conduct the programmes as proposed.
9. Involve members from different colleges in organizing the activities so that everybody is informed of what is happening.



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10. Before sending the second proposal, must submit the expenditure statement and report of the events conducted duly countersigned by all executive members without which second proposal will not be processed.
11. All original bills/cash memos will have to be retained and passed on to the succeeding Presidents/executive members through proper handing-taking.
12. Please note that the BSA fund is for celebrating events/occasions of national and historical importance for promoting our culture and tradition as well as strengthening solidarity and unity among the Bhutanese students studying abroad. Therefore, please be judicious in the use of fund and exercise caution in the kinds of activities you organize. Every penny must be utilized well and for the benefit of all members.
13. Local Chapters headed by Vice-presidents must route their proposals through the Presidents and hence any proposals submitted without routing through the President will be rejected.
14. Please note that no last minute proposals shall be entertained and all proposals must be relevant to the proposal period.

This advisory is issued to all BSA Presidents and Vice-presidents of Local Chapters for strict compliance in order to streamline and improve the management of BSA fund and organization of its activities. Any issues resulting out of non-compliance to this advisory would be construed as intentional and for ulterior motives.

Sincerely yours


(Baburam Sherpa)
Chief Programme Officer

Cc:

1. Director, Department of Adult and Higher Education, for kind information
2. BSA Dealing Officer, for information
3. Dealing Officer, India, for information
4. Dealing Officer, Third Countries section for information
5. Office file